



**Staff Services Analyst (General)  
Sacramento – Permanent, Full-time**

The Office of Real Estate Appraisers (OREA) has an opening for a Staff Services Analyst. The position is located at 1102 Q Street, Suite 4100, Sacramento, CA 95811.

***Duties of the position include:***

- Open, monitor and close case files on appraisers who have received disciplinary action as a respondent in an enforcement case.
- Analyze and review final legal actions in order to track fines, education and/or work sample due dates.
- Make enforcement database entries as monitoring actions occur.
- Corresponds with respondents by telephone and in writing to request information and/or assist in meeting monitoring requirements.
- Coordinates with the legal section for additional disciplinary action when discipline is not completed.
- Works with enforcement staff in order to request from the respondent the appropriate work samples.
- Responds to telephone calls from appraisers, applicants and public pertaining to real estate appraiser policies, laws and regulations.
- Based on applicants response regarding criminal violations and arrest notices analyze violations and if necessary, send demand letters, open background check file and perform investigations of the criminal violation. Make determinations regarding those violations.
- Determine through complex calculation the amount of penalty for non payment of fines and fees based on the Pooled Money Investment Fund rate.
- Maintain records on account receivables and prepares the three letters required prior to sending records to the Franchise Tax Board for collection of non payment on fines and fees.
- Reconciles the monthly credit card deposits and coordinates with the Department of Real Estate accounting section.

***Desirable Requirements:***

- Integrity, initiative, dependability, good judgment and ability to work cooperatively with others.
- Ability to follow oral and written instructions and communicate effectively.
- Excellent attendance and interpersonal skills.
- Ability to work well under pressure and within mandated timeframes.
- Patience and tact in dealing with the public, staff members and others.
- Ability to function independently or as part of a team
- Ability to interpret and apply laws, rules, regulations, policies and procedures

**Salary Range: \$2817 - \$4446**

***Who may apply:***

Current State employees at the Staff Services Analyst (G) level, individuals who are transferable to the class, have reinstatement rights or those with list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please attach SROA/Surplus information to your application. Please indicate RPA# 10-001 on your application in order to be considered for this position.**

***Submit Applications to:***

Department of Real Estate  
P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0802

***For information on the position contact:***

Diane Westphal, Office of Real Estate Appraisers  
Deputy Director  
(916) 440-7875

**California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)**

**Final Filing Date: July 16, 2010**

**Applications may be obtained from the SPB website at <http://www.spb.ca.gov>**  
Applicants will be screened based on the Desirable Qualifications shown above and only those most qualified will be invited to interview.